

TRANSPORTATION ENVIRONMENTAL MANAGEMENT PROGRAM- 03

A. Significant Environmental Aspect:
Use of Petroleum in the Transportation of Employees
Generation of Waste from Transportation of Employees

B. Document Control Code:

EPA-R3-EMP-03-00

C. Date:

11/4/03

1. Objective(s): EMS Objective 1:Reduce gasoline usage by GSA fleet vehicles by 10% by end of Fiscal Year 2005. The Fiscal Year or FY runs from October 1 through September 30

2. Target(s):Target 1.1:Improve fleet fuel eff. avg by 5%by end of FY2004
Target 1.2:Waste Reduction - Promote use of recycled oil and antifreeze

3. Reason for Significance:

See Procedure for Identifying Significant Environmental Aspects - Approach

Link - <http://www.epa.gov/region3/ems/r3manual2a.htm#p-aspects>

4. Potential Environmental/Organizational Impacts: <http://www.epa.gov/region3/ems/activities.htm>

5. Legal and Other Requirements (Specify): 5. Specific Legal and Other Requirements:

Legal - N/A

Executive Order 13101: Greening the Government Through Waste Prevention, Recycling and Federal Acquisition

<http://www.epa.gov/fedsite/eo13101.htm>

Executive Order 13149: Greening the Government through Federal Fleet and Transportation Efficiency

<http://www.epa.gov/fedsite/eo13149.htm>

6. Performance Indicator(s), Program Description, Budget and Responsibility:

To fulfill our mission, EPA inspectors, project managers and others must leave the office on government related travel. The Motor Pool Work group will obtain data including; the number, make, model, estimated gas milage, number of miles driven, and amount of gas consumed as a baseline for performance indicators. The period January 2002 to the end of December 2002 will be used as the baseline year for our vehicles and used to measure the progress we make in reducing petroleum consumption and waste generation in the future.

The Motor Pool Work Plan <http://www.epa.gov/region3/ems/motorpool.pdf> has a list of specific tasks, the person responsible for those tasks, intermediate deadlines and the resources needed to achieve the objectives and targets above.

Occupants of the US EPA Mid-Atlantic Region 3 office building space must commute from their homes to our office space. Our office was located in downtown Philadelphia in order to take advantage of the excellent access to public transportation including the SEPTA regional rail, subway and bus systems and the PATCO high speed line from New Jersey.

US EPA Mid-Atlantic Region 3 is a participant in the TransitChek® program which essentially subsidize workers by reimbursing them a percentage of the costs of rail passes, tickets and tokens up to a maximum \$100 a month to encourage their use of public transportation. Additionally through the EPA Employees Association employees may buy their monthly SEPTA rail passes at a group discount price from SEPTA that is 5% lower.

EPA employees also have the option of working a compressed schedule of 8 - 9 hour days and 1 - 8 hour day for each two week pay period. This reduces their need to commute by one day every two work weeks or pay period. In addition, EPA employees may apply to the Flexiplace program that allows qualified employees to work from home for one or more days per pay period.

7. Corresponding Operational Control related to this EMP:

Petroleum Use and Waste Generation in Transport of Employees - Operational Control -03

<http://www.epa.gov/region3/ems/opcontrols/oc-3.pdf>

8. Record(s) and Documents:**Person Responsible and Location:**

The Chairperson of the Motor Pool Work Group will collect data on our fleet of vehicles using a spreadsheet that will be located at L:share/sdonohue/EMS/vehicles. The Chairperson may also file or turn over to the EMS Coordinator other records generated during the accomplishment of the task listed in the Motor Pool Work Plan.

The EMS Coordinator will be responsible for training records.

9. Competence of persons responsible on basis of training, education, or experience:

The Chairperson of the Motor Pool Work Group was selected based on their background, experience and education.